

Dear Parent,

AN IMPORTANT CHANGE IN YOUR CHILD CARE AUTHORIZATION MAY HAPPEN ON **[insert authorization end date]**.

This letter is to let you know that your child care authorization(s) to **[Insert child care business name]** will end on **[insert authorization end date]** if your child care provider does not return the paperwork needed to participate in the YoungStar program. The Department of Children and Families requires providers to participate in YoungStar in order to receive payments from Wisconsin Shares.

**[Insert child care business name]** must return the YoungStar Contract to the Local YoungStar Office to be eligible to care for children in the Wisconsin Shares program. If the renewal forms are received on time, your child care authorization will continue because your provider is participating in YoungStar.

If your provider does not return the renewal forms on time, your authorization(s) will end. If your child attends beyond the authorization end date, the Wisconsin Shares program will not pay for care provided until your provider's renewal application is processed. If your authorization ends, your provider may require you to pay the total cost of care provided beyond **[insert authorization end date]**.

Please talk to your child care provider about whether they submitted the renewal forms. If you need assistance finding a new child care provider, please contact your local child care resource and referral agency: [https://supportingfamielstogether.org/CCR\\_R.html](https://supportingfamielstogether.org/CCR_R.html).

Please direct any authorization questions or concerns to your authorization worker.

For more information about YoungStar, please visit: <http://dcf.wisconsin.gov/youngstar/>.

Sincerely,